



1651 Alhambra Boulevard  
Sacramento, CA 95816

Providing information technology services to  
California Health and Human Services Agency Departments

## JOB OPPORTUNITY



Arnold Schwarzenegger,  
Governor

**CLASSIFICATION:** Management Services Technician (MST)

**POSITION LOCATION:** Health and Human Services Data Center  
Unemployment Insurance (UI) Modernization Project  
800 Capitol Mall  
Sacramento, California 95814

**SALARY:** \$2,331 - \$2835 Range A  
\$2,632 - \$3,201 Range B

### **Duties/Responsibilities:**

Under the general direction of the Unemployment Insurance (UI) Modernization Project's Administrative Manager, the Management Services Technician will perform technical and administrative assignments using applications such as Microsoft Office Professional: Microsoft Word, Excel, PowerPoint, Outlook, Visio, and other project office tools including iManage, Management Tracking System II, etc. The incumbent will gather and analyze information and recommend actions that result in efficient and effective solutions. The incumbent will receive, track, verify and process for approval vendor invoices, and work with HHSDC Accounting staff to ensure payment approval is made in accordance with the state's Prompt Payment Act. The incumbent will oversee the coordination and scheduling of multi-department and field office meetings. The MST will generate correspondence and proofread documents for accuracy; prepare presentation materials and packets; provide backup support to the project's Contract Manager, Project Librarian, and the Attendance / Training / Travel Coordinator; and act as the primary contact for equipment repairs. The incumbent will provide project management and administrative support and exemplary customer service to internal and external customers, project stakeholders and project consultants.

### **Desirable Qualifications:**

- Understanding of the importance of good customer service and the necessity of effective communication to meet customers' business needs.
- Experience with Microsoft software (Word, Excel, PowerPoint), Outlook Exchange and Visio.
- Knowledge of the principles and methods of public and business administration.
- Knowledge of office management principles, methods, and procedures.
- Ability to learn rapidly; follow directions, work effectively and quickly under pressure and within tight timeframes.



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- Excellent communication skills (both oral and written). Ability to interpret written material; edit written material; write effectively; and make clear, concise oral presentations.
- Ability to analyze written and numerical data accurately.
- Ability to type 40 words per minute.
- Ability to move up to 25 pounds.

### **Who May Apply:**

- All methods of appointment will be considered. If applicable, please indicate on your application that you are an SROA/Surplus candidate and attach a copy of your SROA/Surplus letter. Applications will be screened and only the most qualified applicants will be considered.

Inquiries regarding this position may be directed to Carol Mason (916) 653-4712.

**Please reference RPA# 05-204 on your application. APPLICATIONS RECEIVED WITHOUT AN RPA# REFERENCED WILL BE CONSIDERED INCOMPLETE AND WILL NOT BE ACCEPTED FOR THIS POSITION.**

**Final Filing Date: January 31, 2005**

### **Submit applications to:**

Health and Human Services Data Center  
Human Resources Branch: RPA 05-204  
2525 Natomas Park Dr., Suite 100  
Sacramento, California 95833

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AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.